

Reimbursement Request Form

Name: _____

Date submitted: _____

Faculty Mentor: _____

JUSTIFICATION (Please state clearly the business purpose; for ex: present and/or attend conference/meeting OR purchase item1 to use for task A in project1...): _____

For Travel ONLY: Dates of Trip (start & end):
Location:

(SUBMIT ORIGINAL DETAILED RECEIPTS)

List items being requested for reimbursement:

Travel: Airfare: \$
Transportation: \$
Hotel: \$
Meals: \$
Incidentals: \$
Registration: \$

Please check if you will/have applied for GSG travel grant OR other travel grant:

Non-Travel: Good(s)/Service(s): \$

Attach all receipts and retain a copy for your records.

Please neatly tape small receipts on 8½ x 11" white sheet of paper (one side only). Use of scratch paper is recommended.

For Travel: Tape receipts on the paper in date order by expense category (Transportation, Hotel, Meals, etc.).

For Office use only:

Assigned Staff: _____

DVQE# _____

Total Amount: \$ _____

Date Received: _____

Receipts uploaded:

NOTES:

Tcard/Pcard prev. purchases: _____

Special circumstances?: _____

Account(s): _____

Missing Items: 1.

or Questions: 2.

3.

Status: _____
